

VMR-VRO GUIDELINES
LOCATION SPECIFIC TO
A BUSINESS UNIT

Checklist Reference – *Location Specific to a Business Unit*

The creation of locations for specific business units can be created for a number of reasons.

- Specific types of bank accounts
 - CDBG payments
- Specific types of payments
 - Premium payments
 - Service payments
 - Interfaces

When I create a new location, do I need to create a new address?

Not if the address already exists in the system. Only create a new address if you have new information from the vendor concerning an additional address. See Guideline “Address Changes” for information concerning approved documentation.

How do I identify which address our users are to pay if I don't create a new address?

Users should be selecting and changing the location and not the address. The location has an address attached to it and contains the ACH and 1099 reporting information. So by creating and selecting the appropriate location, everything is covered.

But we were taught to select the address?

If you select the appropriate address but don't change the location, you are not hitting the ACH or 1099 information on your business unit-specific location. Note: When you select the location instead of the address, the location provides you with the address, ACH, and 1099 reporting. Selecting the address provides the address only.

Exceptions: None

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will to research the information, take the appropriate action and respond to your inquiry in a timely manner.